

SANDY CITY
APPROVED CLASS SPECIFICATIONS

- I. Position Title: Passport Agent (PT non-benefitted) Revision Date: 09/15
EEO Category: Admin Support
Status: Non-exempt
Control No: 55368

II. Summary Statement of Overall Purpose/Goal of Position:

Under the general supervision and direction of the City Recorder acts as a passport agent and coordinates passport acceptance services for Sandy City Hall.

III. Essential Duties:

- Acts as a passport acceptance agent and coordinates passport acceptance services, including responding to questions about passport processing, delivering passport applications to the post office, and tracking passport applications processed at Sandy City Hall.
- Keeps informed of changes to the passport acceptance process and shares updates with other passport agents.
- Acts as a Notary Public for City business.
- Receives, answers and directs inquiries from the public regarding Recorder's Office policies and procedures.
- Scans documents and contracts for the City Recorder function and city archives.
- Scans and digitizes personnel records from microfiche.
- Assists with managing the city mailroom, including reporting mail drops and contacting city staff for mail pick up.

IV. Marginal Duties:

- Assists with City Recorder, Emergency Management, and Risk Management functions.
- Performs other duties as assigned.

V. Qualifications:

Education: Requires high school diploma or equivalent.

Experience: Prefer one year clerical or business training.

Certificates/Licenses: Requires a valid Utah Driver's License. Must possess Notary Public certification within six months of hire. Must pass U.S. State Department regulations and be certified as a passport agent within two months of hire.

Knowledge of: Correct use of the English language, good writing, spelling, grammar and communication skills; computer programs including Access, PowerPoint, Excel and Word Perfect; computer software and equipment; general office practices and procedures.

Responsibility for: Important City records dealing with confidential matters; great responsibility for the care, condition and use of materials, equipment, money and tools.

Communication Skills: Ability to professionally furnish and obtain information from other departments; contact with other departments, requiring tact and judgment to avoid friction; constant contact with the public presenting data.

Tool, Machine, Equipment Operation: Regular use of office equipment including a computer, printer, copier, scanner and telephone system; occasional use of reader/printer, typewriter and shredder.

Analytical Ability: Communicate effectively verbally and in writing; follow verbal and written instructions; prioritize tasks; work well under pressure and impending deadlines; establish effective working relationships with employees and the public; attention to detail.

VI. Working Conditions:

Physical Demands: While performing duties of job, employee typically handles office equipment, objects or controls; may periodically bend, stoop or crouch. Job requires frequent lifting and moving of boxes of records and shelving units and general maintenance of records vault area; frequent climbing of ladder in vault to access records on upper shelves; use of the reader/printer may cause eye strain and fatigue.

Work Environment: Employee will work in a generally comfortable office setting. Great mental effort is required daily; at election time phone calls are constant as is the media attention and pressure; office can be very congested and noisy, overtime is required during election period; work is routine, requires only occasional supervision.

The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.

DEPT/DIVISION APPROVED BY: _____ DATE: _____

PERSONNEL DEPT. APPROVED BY: _____ DATE: _____